



Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul K. Leather
Deputy Commissioner of Education
Tel. 603-271-3801

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900**

Bureau of Special Education FY'14 Memo #21

Date: February 3, 2014

To: Superintendents
Special Education Directors

From: Office of the Commissioner

Division of Educational Improvement
Bureau of Special Education

RE: Clarification on providing copies of IEP to Teachers/Service Providers
Responsible for Implementing the IEP

The NH Department of Education (NHDOE), Bureau of Special Education is providing clarification regarding Ed 1109.04 (a) Copies of the IEP and Evidence of Implementation -

(a) The LEA shall provide each teacher and service provider listed as having responsibilities for implementing the IEP with a copy of the complete IEP for working and monitoring purposes. In addition, the LEA shall provide a private school or non-LEA provider responsible for implementing the IEP with a copy of the IEP on or before the first day of the placement.

The Bureau of Special Education has historically interpreted this administrative rule to as paper copies of IEPs. Most recently, the Bureau of Special Education received legal guidance that the administrative rule could also include electronic copies of the IEP.

If a district chooses to distribute IEPs electronically, the district must comply with Ed 1119.02 and CFR 300.610.

Should you have any questions or need further clarification, please contact Santina Thibedeau at (603) 271-3741 or Santina.Thibedeau@doe.nh.gov.

ST:BJR